



INTERAGENCY CONNECTION

215 Dean A. McGee, Suite 320, Oklahoma City, OK 73102

<http://www.oklahoma.feb.gov/>

(405) 231-4167

Chair's Corner



Why does it seem that short months come during the busiest of times?

February has fewer days, but in my visits with many of you, we find ourselves with just as many initiatives, projects, and

TDY schedules.

Keeping our busy schedules in mind, I want to thank all of you for your continued (and enthusiastic) commitment and support of our Federal Executive Board. It is *your commitment, support, and input* that ensures the success of our Board's projects, initiatives and events.

By now, each of you has received the FEB 2004 Award Nomination packet. I would encourage you to nominate your "best and brightest" for the state-wide competition of federal employees.

In addition to the upcoming activities listed in this newsletter, the FEB staff is working on:

- ☐ An updated version of the Media training that we conducted in 2000; hopefully to be held late this spring. This will be a one-day session in which a national speaker will provide useful information how to successfully project your message to the media. During the day, we also expect to have a panel presentation on dealing with the media during an emergency, "crisis communication". We have our instructor assisting us, along with an ad-hoc committee to update our Media Guide, which we will distribute during the training.











- ☐ A new effort entitled, "Evening with the Author". We will begin by having one session in the spring and one in the fall to see if this is something you enjoy. Registrants will participate in an interactive session with the author, receive a copy of the book, and have the opportunity to have the author sign or personalize the book. And,

- ☐ Basic Mediation Training. You will have an opportunity to nominate employees to receive this valuable training at a minimal price through our long standing partnership with the Oklahoma State Supreme Court. Our Shared Neutrals Council is assisting with brainstorming for ideas and topics that will update the training components.

I would also like to remind you to complete the form to assign appropriate and interested personnel to serve on FEB Councils. In sending a designee, you ensure your agency is represented in identifying projects of the Oklahoma FEB. Be sure to include the best and brightest employees of your agency in the FEB process!

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	SERVICE to AMERICA MEDALS	1725 Eye Street NW, Ste 900 Washington, DC 20006 (202) 775-9111 www.govexec.com/pps		
Nominate a federal employee for the 2004 Service to America Medals				
       <p style="font-size: small; color: blue;">PHOTOS BY SAM KITTNER/KITTNER.COM</p>	<p>Good government requires good people, yet too often the men and women who do our nation's business are overlooked and underappreciated. The Service to America Medals are awarded annually by the Partnership for Public Service and the magazines of Atlantic Media Company (<i>Government Executive</i>, <i>National Journal</i> and <i>The Atlantic Monthly</i>) to honor the accomplishments and commitment of America's outstanding public servants. Each award is accompanied by a cash prize.</p> <p>Award categories include:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> ★ Career Achievement ★ Call to Service ★ Homeland Security ★ Social Services </td> <td style="width: 50%; padding: 5px;"> ★ Federal Employee of the Year ★ Justice & Law Enforcement ★ National Security & International Affairs ★ Science & Environment </td> </tr> </table> <p>By honoring excellence in the federal workforce, the Service to America Medals send a powerful message to the American people about the importance of a strong civil service and seek to inspire a new generation of Americans to serve. Award recipients will be saluted by dignitaries from government, business, and the entertainment world at a Washington, DC gala in September 2004.</p> <p style="text-align: center; color: blue;">Submit nominations by March 1, 2004 at: www.govexec.com/pps</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>		★ Career Achievement ★ Call to Service ★ Homeland Security ★ Social Services	★ Federal Employee of the Year ★ Justice & Law Enforcement ★ National Security & International Affairs ★ Science & Environment
★ Career Achievement ★ Call to Service ★ Homeland Security ★ Social Services	★ Federal Employee of the Year ★ Justice & Law Enforcement ★ National Security & International Affairs ★ Science & Environment			

TO: FEDERAL EXECUTIVE BOARD CHAIRS AND EXECUTIVE DIRECTORS

RE: 2004 SERVICE TO AMERICA MEDALS – CALL FOR NOMINATIONS

As we commence the new year, it brings with it an opportunity to celebrate the best in our nation's civil service. We are pleased to announce that the nomination period is open for the 2004 Service to America Medals (Sammies).

The Sammies are awarded annually by the Partnership for Public Service and Atlantic Media Company to outstanding federal employees who have made significant contributions to the country. By honoring excellence in the federal workforce, the Sammies program sends a powerful message to the American people about the importance of a strong civil service and seeks to inspire a new generation to serve.

To help ensure that federal employees throughout the country are aware of this opportunity, we respectfully request your assistance in announcing the 2004 nominations within your regional network.

It is our great privilege to celebrate the many unsung heroes in the civil service through the Sammies awards program. We thank you in advance for helping us find those deserving employees in your region in 2004.

Very best wishes,

Max Stier
 President and CEO
 Partnership for Public Service

Tim Clark
 Editor and President
Government Executive



SPOTLIGHTING INFORMATION --

Did you Know?...



U.S. Postal Service

Bringing the Post Office to the People™.

Article taken from the US Postal Service website. To learn more about their efforts and products, go to www.usps.gov.

Whether it's one letter or a thousand packages, we have the services to get your mail where it needs to be, when it needs to be there. You can even create and send your mail online. Find out about the many delivery options and extra services you can combine to suit your mailing needs. Use our online tool to calculate postage.

Business Mail 101

Everything you need to know to get started with successful business mailing - including discounted rates.

A few pointers on preparing your mail and packages.

Proper preparation will help us deliver your mail and packages as efficiently as possible. Get all the information you need online. You can even order supplies and prepare labels online.

- ☐ Learn the proper way to address your mail to make sure your mail gets where it's going.
- ☐ Use our convenient online service to schedule a pickup!
- ☐ Learn about products and services to help improve the quality of your address list(s) while maintaining your cost to mail.
- ☐ Learn how to label & address your package properly.
- ☐ Order boxes & envelopes for your shipments online!
- ☐ Learn how & where to apply labels.

Related Services & Links

ZIP Code Lookup™

Find the ZIP Code you are looking for with our online tool.

Pay@Delivery

Payment for your merchandise is released only when your package is delivered.

Add Extra Services

Choose from a variety of options so you can track your package or insure it.

Print a Shipping Label

Print labels right from your computer and save time.

Postage Options

Discover the many types of postage you can use. From postage meters to stamps, select the one right for you.

Service Updates

Learn about changes to global mailing conditions and how they affect you.

All Options for Mailing & Shipping

View a comprehensive list of mailing services we offer.

Track and Confirm Delivery

Follow your Express Mail® package and get delivery information online.

Business Tips and Tools

Let us help with our useful tips and tools we have to make your business mailing easy and effective.

Sending a Letter or a Package?

We offer a variety of delivery options whether you are sending mail or shipping a package.

Pickup and Drop-offs

Schedule a pickup online and get your package picked up. Or use our online tool to find the nearest Post Office and drop it off.

Print a Shipping Label

Print shipping labels from the convenience of your computer.

Buy Stamps

Now you don't have to wait in line. Buy stamps online and have them mailed to you.

Make online arrangements for missed mail or mail you would like us to hold.

The Postal Service also offers a variety of optional delivery services. Whether you need to hold your mail, arrange to have missed mail redelivered or confirm a delivery, the Postal Service has online solutions for you.

Hold Mail Service

No need to have your neighbors pick up your mail if you are away. We can hold it at your local Post Office™ for up to 30 days. Whether you are going on vacation or a business trip, you can make arrangements quickly and easily with our online service. You can also change or cancel your request online at any time.

Redelivery

Received an attempted delivery notice? You can arrange redelivery online. Just let us know the date you can be home to receive your special mail or package and we'll gladly redeliver it to your address or, if you prefer you can pick it up at your local Post Office - it's that simple.

Verify Your Delivery

Ensure your mail reached its destination. Choose from our verification services and get a signature or receipt when your mail or package is delivered. Learn about how this allows both sender and receiver to confirm delivery of important mail.



Evening with the Authors

Sponsored by the Oklahoma Federal Executive Board



Two opportunities!

Evening with the Author is an opportunity developed by the Oklahoma Federal Executive Board (FEB) in an effort to provide innovative development forums in the local area, to interact with experts and colleagues on ways of tackling everyday work life issues- career issues, leadership challenges, balancing work and home life, diversity and more. This year, we will host two separate forums entitled “Evening with the Author”. You may register for either session at a cost of \$59 per person OR if this is an event that appeals to you, you can register for both for \$99!

These will be author-led forums including:

- ★ An interactive session with the author,
- ★ A copy of the book, and
- ★ An opportunity for you to have the author sign your book.

	Eric Gordon		<p>Spend an evening with the Author of <u>Common Sense Solutions for Success: Your Guide to a Happier, More Productive, More Successful Life!</u></p> <p>Date: Monday, May 17, 2004 Time: 4:00pm—6:00pm Location: Markie's Deli, 612 N. Robinson Oklahoma City, OK</p>
<p>Spend an evening with the Author of <u>Reinventing Your Self: 28 Strategies for Coping with Change</u></p> <p>Date: Monday, August 23, 2004 Time: 4:00pm—6:00pm Location: Markie's Deli, 612 N. Robinson Oklahoma City, OK</p>			Mark Towers

Register for Both to Save!

\$99 for both evenings

Name: _____	Agency: _____
Address _____	_____
Phone: _____	Fax: _____

Payment Method: ☐ Cash ☐ Check made payable to the Oklahoma FEB ☐ Credit Card ☐ Govt Voucher

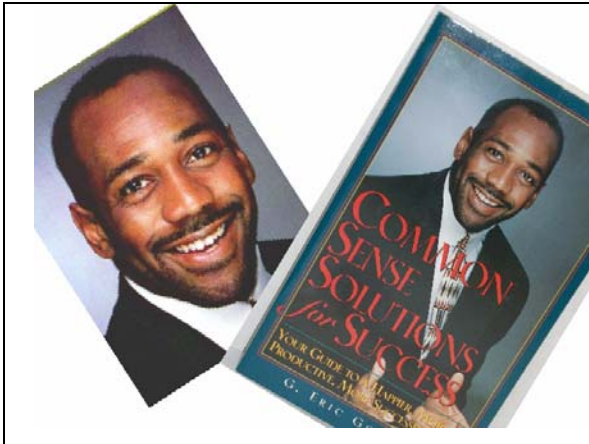
Please mail to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
Or fax to:	405-231-4165

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through May 7, 2004. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!



Evening with the Author

Sponsored by the Oklahoma Federal Executive Board



Spend an evening with the Author of
Common Sense Solutions for Success: Your Guide to a Happier, More Productive, More Successful Life!

G. Eric Gordon brings excitement, spirit, humor, enthusiasm and a wealth of knowledge to every presentation! An exciting, charismatic, dynamic, and motivational presenter and author of **Common Sense Solutions For Success**, Eric will inspire audiences to action. He is easily one of the most inspirational speakers of our day.

This will be an author-led forum including:

- ★ An interactive session with the author,
- ★ A copy of the book, and
- ★ An opportunity for the author to sign your book.

Audience:	All Public employees
Details:	
Time:	4:00 p.m. – 6:00 p.m.
Date:	Monday, May 17, 2004
Location:	Markie's Deli, 612 N. Robinson, Oklahoma City, OK (free parking is available just east, behind, the Deli)
Cost:	\$59.00 per person
Value:	Supports the President's Management Agenda, specifically recruitment, retention, diversity, increased job satisfaction, lifelong learning, networking, quality of work life, and positive agency image. Easy, turnkey, join more than twenty Federal partners already collaborating in Denver, CO and Washington, DC.
Payment:	Check, Cash, Government Voucher, Credit Cards
Contact:	Federal Executive Board Office, (405) 231-4167

Registration Form

Name: _____	Agency: _____
Address _____	_____
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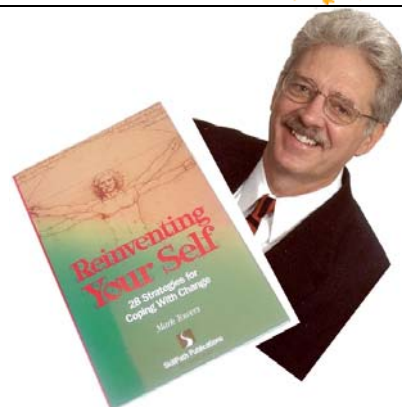
Evening with the Author

Sponsored by the Oklahoma Federal Executive Board



Spend an evening with the Author of
Reinventing Your Self: 28 Strategies for Coping with Change

Mark Towers combines his background as a consultant, teacher, counselor and professional speaker. He is the author of five books and three audio cassette series. Mark has a Masters Degree in Counseling Psychology from the University of Iowa. As a multi-talented speaker, he has shared his unique and profound messages with hundreds of audiences throughout the United States, Canada, Germany, and South Africa. He will not only educate, but also motivate and entertain.



This will be an author-led forum including:

- ★ An interactive session with the author,
- ★ A copy of the book, and
- ★ An opportunity for the author to sign your book.

Audience:	All Public employees
Details:	
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UPCOMING EVENTS February

Feb 3, 2004 9:00 am	Shared Neutrals Council 4020 N. Lincoln, Suite 101 POC: John Esquivel, 405-736-2151
Feb 3, 2004 12 noon	FEB Working Group Conf Call
Feb 10, 2004 5:00 pm	Turning Point Initiative Metro Tech POC: FEB Office, 405-231-4167
Feb 10, 2004 10am-1pm	Executive Policy Council Mtg POC: FEB Office, 405-231-4167
Feb 11, 2004 All Day	Leadership FEB Military Day II POC: FEB Office, 405-231-4167
Feb 12, 2004 11:30 am	SGMP Meeting Marriott POC: FEB Office, 405-231-4167
Feb 14, 2004	Valentine's Day 
Feb 16, 2004	President's Day 
Feb 17, 2004	Agency Visits in Southwestern Oklahoma
Feb 17, 2004 12 noon	FEB Working Group Conf Call
Feb 17, 2004 2:00 pm	Federal Employees Care Council VA Medical Center POC: Mike Birdsong, 405-297-4014
Feb 18, 2004 10:00 am	Interagency Training Council POC: Joyce Smith, 405-521-4539
Feb 19, 2004 All Day	FERS Retirement Seminar-Tulsa Holiday Inn Select, 5000 E. Skelly Dr POC: FEB Office, 405-231-4167
Feb 19, 2004	Meeting with Tulsa Fire Admin
Feb 24, 2004 10:00 am	American Indian Council Citizens Pottawatomie Nation, Admin Bldg 1601 S. Gordon Cooper Drive POC: Mary Lou Drywater, 405-790-1040
Feb 26, 2004 All Day	CSRS Retirement Seminar-Tulsa Holiday Inn Select, 5000 E. Skelly Dr POC: FEB Office, 405-231-4167
Feb 27, 2004 12:00 noon	Naturalization Ceremony US District Courthouse, Oklahoma City

Your Federal Executive Board

The Mission of the Federal Executive Board (FEB) is to increase the effectiveness and efficiency of Federal agencies in Oklahoma.

We applaud the efforts of the Oklahoma FEB Executive Policy Council members who ensure information is provided to direct our activities and efforts:

- Ron Berryhill, Director, USDA Risk Management Agency
- Michael Deihl, Director, Southwestern Power Administration, Tulsa
- Col Dean Despinoy, Commander, 507th Air Refueling Wing
- Cmdr (Sel) Rob Dews, Military Entrance Processing Station
- Steve Gentling, Director, VA Medical Center
- Bill Fillman, Director, VA Central Area, Muskogee
- Gilbert Montoya, Director of Staff, Tinker AFB
- Dottie Overal, Director, Small Business Administration
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center
- Michael Roach, US Marshal, US Marshals Service
- Cliff Rucker, District Director, US Postal Service

This newsletter is published monthly as a cost-effective tool for communicating events and issues of importance to the federal community in Oklahoma. If you have news of interest, please fax to the FEB Office at (405) 231-4165 or email to LeAnnJenkins@juno.com no later than the 15th of each month.

Elected Officers:

Chair: **Col Dean Despinoy**, Cmdr
507th Air Refueling Wing

Vice-Chair: **Dottie Overal**, Director
Small Business Administration

Staff:

Director: LeAnn Jenkins

Secretary: Trish Plowman

Program Support: Constance Ward

Please feel free to copy this newsletter & distribute. The newsletter is available on our website, <http://www.oklahoma.feb.gov> where you can also request to receive it electronically.

**Federal Employee Education and Assistance Fund Scholarships**Check their website for criteria and eligibility requirements: www.feea.org**Please check the boxes to ensure your application package is complete:**

- ☐ **This FEEA Scholarship Application Form:** A photocopy is acceptable.
- ☐ **Essay:** *Typed, double-spaced, essay not exceeding two pages on the topic: "Many Americans get information about public policy and politicians from the media. Does the media have enough, too much or too little influence on people's opinions. Explain."*
- ☐ **Written Recommendation/Character Reference:** Please submit a written recommendation/character reference from a supervisor, coworker, community leader, teacher or counselor. **Must be submitted with application package.**
- ☐ **Transcript:** The transcript must show a CGPA of 3.0 or higher.
High School Seniors: Submit full high school career transcript that includes fall 2003 grades. (Report card is acceptable for fall grades.)
College Freshmen: Submit a transcript that verifies at least a 3.0 for the fall 2003 semester.
Applicants not currently enrolled: Submit a transcript from the last school attended.
All other applicants: Submit full post-secondary career transcripts that include fall 2003 grades.
 - ☐ Check here if your transcript is being mailed directly by the school. Transcripts must be postmarked by the application deadline of March 26, 2004. It is the responsibility of the student to ensure separately mailed transcripts arrive on time. An official transcript is not required; photocopies of transcripts are acceptable.
- ☐ **List and Briefly Describe Awards, Extracurricular and Community Service Activities:** Please provide this list on a separate page. Provide enough information so that the scholarship review committee will understand your accomplishments. Include relevant dates and average time spent at activity.
- ☐ **Copy of ACT, SAT or Other Examination Scores:** This is required for applicants who are high school seniors; optional for all other applicants.
- ☐ **Copy of Most Recent Standard Form 50 "Notice of Personnel Action."** Form must be no older than January 2002.
**If applicant is a federal employee, submit the employee's own form. *If applicant is a dependent of a federal employee, then the sponsoring employee's form should be submitted. *If a current SF-50 is not available you must submit a current pay stub and a letter from personnel identifying your duty station, grade and service comp. date.*
- ☐ **Two Self-addressed, Stamped, #10 Business-size Envelopes with First Class Postage Properly Affixed.** We will use the first to acknowledge receipt of your application and the second to provide results of the competition.

Please do not fold or bind any pages with staples or paper clips.

Place all materials, unfolded, into a 9 x 12 in. (or larger) envelope postmarked no later than March 26, 2004.

Mail to: FEEA Scholarship Program, 8441 W. Bowles Ave., Suite 200, Littleton, CO 80123-9501

Please complete the following. Incomplete applications will not be considered.

Applicant's Name: _____
 Complete Home Address: _____
 City, State, Zip: _____
 Social Security #: _____ Home Telephone #: _____
 E-mail Address: _____

Federal Employee's Name: _____
 Relationship to Applicant: [] Father [] Mother [] Spouse [] Self [] Other (specify) _____
 Federal Employee's Work Tel. #: _____ Length of Federal Employment: _____
 Federal Agency Name: _____
 Duty Station: _____

Applicant's Unweighted Cumulative Grade Point Average (CGPA): _____ (must be 3.0 or higher on 4.0 scale)
 College/University (attending or planning to attend): _____
 Class Status as of Fall term 2004 (must be at least a college freshman by fall term 2004):
 [] Freshman [] Sophomore [] Junior [] Senior [] Graduate Student



One-Day Training Seminar on Pre-Retirement in **Tulsa**



Be sure you are financially prepared to do all the things you've planned for your retirement!!

CSRS session topics:

- Overview of CSRS
- Survivor Benefit
- Thrift Savings Plan
- Voluntary Contribution Program
- Federal Employee Health & Life Insurance Programs
- Social Security

FERS session topics:

- Overview of FERS
- Survivor Benefit
- Thrift Savings Plan
- Voluntary Contribution Program
- Federal Employee Health & Life Insurance Programs
- Social Security

TIME: 10:00 a.m. - 4:30 p.m. (each day) Registration will begin at 9:30am

LOCATION: Holiday Inn Select, 5000 E. Skelly Dr., Tulsa, OK 74135

COST: [] \$75.00 per person if registered by 2/5/2004
[] \$85.00 per person if registered after 2/5/2004
[] \$35.00 for spouses (if materials are shared)

[] **I am registering for the FERS Only session on Thursday, February 19, 2004.**

[] **I am registering for the CSRS Only session on Thursday, February 26, 2004.**

NAME(S): _____
List name of employee and spouse on same form to receive the discounted price for spouse

AGENCY: _____

ADDRESS: _____

PHONE: () _____ **FAX:** () _____

Agency/Registrant may pay by cash, check, credit card or government voucher.

Mail this registration form to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Suite 320 Oklahoma City, OK 73102
or fax to:	(405) 231-4165

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**Leadership Development Training
ECQ-1: Leading Change
Leading the Way to Change**

Where:	HQ STARC, 3501 Military Circle, Oklahoma City
When:	March 23, 2004
Time:	Registration will be from 7:30-8:00am – Training 8:00am-4:30pm
Trainer	Julia Teska, Ph.D.

If we are to be successful in today's ever-changing environment, we must expand our awareness beyond our comfort zone and be open to not only new learning, but also to creative approaches to learning. Constant, unremitting change demands we be both resilient and flexible while remaining productive and service oriented. This training will allow us to examine these issues and to develop a strategic plan which will help us accomplish our mission.

***This training is an open event and would be useful for
any government leader, manager or employee.***

Cost for this one day of training: \$119

(if you have not taken advantage of the entire Leadership Series [5 training days] prior to March 13, 2004)

REGISTRATION

NAME: _____ ORGANIZATION: _____
ADDRESS: _____ PHONE: _____
_____ FAX: _____

Indicate method of payment:

☐ **Payment enclosed** ☐ **Govt voucher** ☐ **Credit Card** ☐ **Pay at the door**

If paying with credit card, please call the FEB Office with Credit Card information, (405) 231-4167.

Mail this registration form to: Oklahoma Federal Executive Board
215 Dean A. McGee, Suite 320
Oklahoma City, OK 73102
or fax to: (405) 231-4165

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March FEB Luncheon
Thursday, March 18, 2004



Topic	<i>Identity Theft: Has someone taken over your good name?</i>
Date:	Thursday, March 18, 2004
Time:	11:30am-1:00pm
Location:	Santa Fe Cattle Company, Steakhouse Meeting Room, 1100 S. Meridian, OKC
Speaker:	Tom Noyes, Postal Inspector, US Postal Inspection Service, Oklahoma City



This luncheon is an open meeting and would be informative for anyone; providing strategies (and tips) to best protect you from Identity Theft.

Lunch Menu Selection

<input type="checkbox"/> Chicken Tender Dinner, salad, rolls, potato, and iced tea.	<input type="checkbox"/> Lunch Salmon, on a bed of rice, salad, rolls, vegetable, and iced tea.
---	---

Name: _____

Agency: _____

Address: _____

Phone: _____

Cost: \$10.00 per person

Payment:

☐ Cash

☐ Check

☐ Credit Card

☐ Voucher

☐ Enclosed

☐ Pay at the Door

Please mail to:

Oklahoma Federal Executive Board

215 Dean A. McGee, Ste 320

Oklahoma City, OK 73102

Or fax to:



405-231-4165

Make checks payable to: Oklahoma Federal Executive Board

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PLEASE POST FOR ALL EMPLOYEES



<i>SUN</i>	<i>MON</i>	<i>TUES</i>	<i>WED</i>	<i>THURS</i>	<i>FRI</i>	<i>SAT</i>
1	2	3 9:00 ADR 12:00 FEB Working Group	4	5	6	7
8	9	10 10:00 Exec Pol 5:00 Turning Point	11 Leadership FEB	12 11:30 SGMP	13	14  Valentine's Day
15	16  President's Day	17 12:00 FEB Working Group -Agency Visits in Southwest Okla. 2:00 FECC	18 10:00 ITC	19 FERS Seminar in Tulsa -Meeting w/Tulsa Fire Administration	20 SGMP Conference in Corpus Christi	
22	23	24 10:00 AIC	25 Ash Wednesday	26 CSRS Seminar in Tulsa	27 12:00 Naturalization	28
29			February 2004			

OKLAHOMA FEDERAL EXECUTIVE BOARD
215 DEAN A MCGEE STE 320
OKLAHOMA CITY OK 73102-3422
OFFICIAL BUSINESS USE ONLY

We wish to thank the Oklahoma CASU for their monthly assistance in the duplication and distribution of this newsletter.